

HISTORIC PRESERVATION BOARD (HPB)

Historic Designation Application

- Cover:**
Page 1:
Page 2:
Page 3:

Deadline, Notes, and Fees
Applicant Information Sheet
Technical Specifications of Plan Submittal
Submittal Checklist

DEADLINE: Submittals must be received by 4:00 PM by submittal deadline (see website for dates). Pursuant to Section 47-24.1(1), the Department will review all applications to determine completeness within five (5) business days. Applicants will be notified via email, if plans do not meet the submittal requirements and if changes are required

NOTE: Pursuant to Section 47-24.11.B.1, the applicant may be the property owner, a resident of Fort Lauderdale, or any legal entity in the city, including the City of Fort Lauderdale.

NOTE: Pursuant to Section 47-27.7 of the ULDR, mail notice shall be given to the owners of the land under consideration for designation at least thirty (30) days prior to the date set for the public hearing of the Historic Preservation Board.

FEES: All applications for a development permit shall have an application fee as established by the City Commission as set forth by resolution, as amended from time to time. In addition to the application fee, any additional costs incurred by the City including review by a consultant on behalf of the City or special advertising costs shall be paid by the applicant. Any additional costs, which are unknown at the time of application but are later incurred by the City, shall be paid by the applicant prior to the issuance of a development permit.

_____ Historic District Designation	\$ 2450.00
_____ Historic Building Designation	\$ 650.00
_____ Landmark Designation	\$ 650.00
_____ Landmark Site Designation	\$ 650.00

Page 1: HPB - Applicant Information Sheet

INSTRUCTIONS: The following information is requested pursuant to the City’s Unified Land Development Regulations (ULDR). The application must be filled out accurately and completely. Please print or type and answer all questions. Indicate N/A if does not apply.

NOTE: To be filled out by Department

Case Number	
Date of complete submittal	

NOTE: For purpose of identification, the **PROPERTY OWNER** is the **APPLICANT**

Property Owner’s Name	
Property Owner’s Signature	If a signed agent letter is provided, no signature is required on the application by the owner.
Address, City, State, Zip	
E-mail Address	
Phone Number	
Proof of Ownership	[] <u>Warranty Deed</u> or [] <u>Tax Record</u>

NOTE: If **AGENT** is to represent **OWNER**, notarized letter of consent is required

Applicant / Agent’s Name	
Applicant / Agent’s Signature	
Address, City, State, Zip	
E-mail Address	
Phone Number	
Letter of Consent Submitted	

Development / Project Name	
Development / Project Address	<u>Existing:</u> _____ <u>New:</u> _____
Legal Description	
Tax ID Folio Numbers (For all parcels in development)	
Request / Description of Project	
Applicable ULDR Sections	
Total Estimated Cost of Project	\$ _____ (Including land costs)

Future Land Use Designation	
Proposed Land Use Designation	
Current Zoning Designation	
Proposed Zoning Designation	
Current Use of Property	
Residential SF (and Type)	
Number of Residential Units	
Non-Residential SF (and Type)	
Total Bldg. SF (include structured parking)	
Site Adjacent to Waterway	[] Yes [] No

Dimensional Requirements	Required	Proposed
Lot Size (SF / Acreage)		
Lot Density		
Lot Width		
Building Height (Feet / Levels)		
Structure Length		
Floor Area Ratio		
Lot Coverage		
Open Space		
Landscape Area		
Parking Spaces		

NOTE: State north, south, east or west for each yard.

Setbacks/Yards*	Required	Proposed
Front [____]		
Side [____]		
Side [____]		
Rear [____]		

TECHNICAL SPECIFICATIONS:

1. Indicate the **Present Use** and **General Condition** of the property, including the date of construction of the structures on the property, and the names of its current and all past owners, and, if possible, their dates of ownership.

2. Describe **architectural, historical and/or archeological significance** of the property to be designated as a Landmark, Landmark Site or Historic District and how the building/site complies with **one (1) or more** of the following **criteria**:

 - a) Its value as a significant reminder of the cultural or archeological heritage of the city, state, or nation.
 - b) Its location as a site of a significant local, state or national event.
 - c) Its identification with a person or persons who significantly contributed to the development of the city, state, or nation.
 - d) Its identification as the work of a master builder, designer or architect whose individual work has influenced the development of the city, state, or nation.
 - e) Its value as a building recognized for the quality of its architecture, and sufficient elements showing its architectural significance.
 - f) Its distinguishing characteristics of an architectural style valuable for the study of a period, method of construction, or use of indigenous materials.
 - g) Its character as a geographically definable area possessing a significant concentration, or continuity of sites, buildings, objects or structures united in past events or aesthetically by plan or physical development, or
 - h) Its character as an established and geographically definable neighborhood, united in culture, architectural style or physical plan and development.
3. Date(s) of construction of the structure(s), name(s) of current and past owner(s), and if possible, date(s) of ownership.

[illegible]

Page 3: HPB - Submittal Checklist

SUBMITTAL CHECKLIST:

Applicant shall provide to Urban Design & Development, a complete application, one (1) full set of plans, and any additional requirements, as specified below. Within five (5) days of receipt, the Planning and Zoning staff shall review the application to determine its completeness and compliance with the ULDR.

For those applications that can be approved administratively (See Sec. 47-17.4), once the application is deemed complete the applicant shall submit seven (7) additional sets of plans/applications/photos with additional requirements as listed below. For cases that require a hearing before the Historic Preservation Board, the applicant will be required to submit one (1) original and fifteen (15) additional sets of plans/applications/photos with any additional requirements.

HISTORIC DESIGNATION:

- ☐ Application (page 1 and 2) must be COMPLETELY FILLED OUT (all blanks filled-in or marked N/A). Proof of ownership if owner is applicant. If applicant is not property owner, this shall be noted on the application).
- ☐ Provide Proof of Ownership
- ☐ Property owners signature and/or agent letter signed by the property owner.
- ☐ 1 sealed survey
- ☐ 1 vicinity map (typically on the survey)
- ☐ 1 zoning and land use map of lands within a 700' radius
- ☐ Legal description of the landmark site, historic building or district written out.
- ☐ Photographs of subject building from all four sides and label the direction each side faces.
- ☐ Narrative describing (1) the architectural, historical, or archaeological significance of the proposed landmark, landmark site, (2) date of construction of the structures on the property, (3) names of current and past owners and, if possible, their dates of ownership.

Applicant's Affidavit I acknowledge that the Required Documentation and Technical Specifications of the application are met:	Staff Intake Review For Planning & Zoning Department staff use only:
Print Name _____	Date _____
Signature _____	Received By _____
Date _____	Tech. Specs Reviewed By _____
	Case No. _____